COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Air Force Policy Directive (AFPD) 36-22, *Military Training*; Air Force Instruction (AFI) 36-2201, Volume 3, *On the Job Training Administration*; AF Computer Systems Manual 21-569, Volume 2, *Core Automated Maintenance System (CAMS),* and AF Computer Systems Manual 21-570, Volume 2, *Core Automated Maintenance System (CAMS)/FS (PA), Training Management, Users Manual*; Pacific Air Forces Instruction (PACAFI) 21-101, *Objective Wing Aircraft Maintenance,* and PACAFI 36-2202, *Aircraft Maintenance Training Program*. It assigns responsibilities and establishes procedures for effective administration of the 374th Airlift Wing (374 AW) AMT program to the 374th Maintenance Squadron (374 MXS), 374th Maintenance Operations Squadron (374 MOS), 374th Aircraft Maintenance Squadron (374 AMXS), 374th Maintenance Group Quality Assurance (QA) (374 MXG/ MXQ), and Maintenance Operations Center (MOC) (374 MOS/MXOOM).

SUMMARY OF REVISIONS

Updates Unit Training Manager (UTM) responsibilities in accordance with (IAW) PACAFI 36-2202, identifies base training office will coordinate on annual screening, updates status of training reporting procedures; CAMS directives (AF Computer Systems Manuals 21-569, Volume 2 and 21-570, Volume 2); suspense routing procedures for AF Form 898, **Field Training Requirements Scheduling Document**, training detachment; UTM and ancillary monitor duties in paragraph **5.3.** A (|) indicates revision from previous edition.

1. Responsibilities Assigned:

1.1. Each squadron commander will establish procedures for effective administration of the squadron's AMT program. It will include procedures for ancillary and mobility training, in and out processing through the training office for permanent change of station/assignment and temporary duty (TDY), Career Development Course (CDC) administration and maintenance and use of automated products.

1.2. UTMs will manage the program for their commander and will be the points of contact (POC) within the squadron for all AMT matters IAW PACAFI 36-2202. They will implement policies and guidance as directed by the 374 MOS Maintenance Training Flight (MTF) (374 MOS/MXOT).

1.3. The MTF is the central POC for coordinating all AMT conducted in or levied against the 374 AW organizations IAW PACAFI 36-2202. The MTF will coordinate with the 374th Mission Support Squadron Base Training Office (374 MSS/DPMAT) for advisory service.

2. AMT Reports. The MTF is the 374 AW POC for these reports.

2.1. Training Reports. The MTF will coordinate and direct action of UTMs as required or directed by the 374 MXG Commander (374 MXG/CC) or Headquarters PACAF (HQ PACAF). The MTF will also act as office of primary responsibility (OPR) for all programs and issues requiring consolidated or coordinated action by UTMs.

2.2. Status of Training (SOT) Report. UTMs must provide statistics monthly for the SOT briefing. This data is required no later than 3 duty days after CAMS training products have been run. SOT slides will be provided to squadron commanders 3 days prior to group meeting and 1 day prior to the 374 MXG/CC/Deputy Commander (CD). The data will be consolidated and presented to the 374 MXG/CC monthly and quarterly to the 374 AW/CC.

3. CAMS. The training subsystem of CAMS provides a continuous, well-organized training database. Training needs can be established, forecasted and scheduled from the database. The specific responsibilities for CAMS are as follows:

3.1. The MTF will:

3.1.1. Be the single POC for the CAMS training subsystem.

3.1.2. Schedule and update all Aircraft Maintenance Qualification Program (AMQP) class events and students.

3.1.3. Update completed training for 374 MOS personnel.

3.2. UTMs will:

3.2.1. Submit course code additions, deletions and changes to the MTF using memorandum format or an approved 374 MOS/MXOT template.

3.2.2. Submit to the MTF a list of all recurring background products required by the squadron. It should specify the transaction identifier (TRIC) and frequency.

3.2.3. Update completed training for events trained within their squadron.

3.2.4. Follow UTM duties as outlined in PACAFI 36-2202, paragraph 5.3.

3.2.5. Maintain a current copy of the work center Training Course Report (TQEAR2). This report lists course codes loaded to a work center. Training requirements should be loaded when majority of the personnel in the work center require the course. Provide a signed copy to UTM semi-annually.

4. CAMS Automated Products. CAMS training products will be implemented, operated and controlled IAW AF Computer Systems Manual 21-569, Volume 2 and PACAFI 36-2202.

4.1. Quarterly Training Forecast (TMAA**). This product is produced quarterly with the TMAA*. It lists the status of all course codes loaded to personnel by work center. The MTF/UTM will maintain a hard or electronic copy for backup.

4.2. Course Status Report (CSR). This report indicates the status of one or more specific course codes. It will be printed when requested by UTMs through the MTF when providing statistics to 374 MOS/MXOT for SOT updates thru 374 MOS/MXOT scheduler.

4.3. Special Certification Roster (SCR). This roster is the record for tasks requiring certification and inspector authorizations. The SCR is used to document tasks of a critical nature and certain tasks requiring recurring training and evaluation. Follow the procedure outlined in AFI 21-101, *Aerospace Equipment Maintenance Management*, paragraph 18.1. for updates. The 374 MXG QA will receive an updated copy on the first working day of each quarter in which the product is printed.

5. Field Training Detachment (TD) Program. TD courses are designed to increase the skills and productivity of attending personnel. The MTF is the POC for all TD matters within the 374 MXG.

5.1. UTMs will submit excel work sheet AF Form 898 to the MTF no later than the 5th day of each month. The AF Form 898 will project those training needs available within the PACAF theater and cover a 3-month time frame. The form will be coordinated thru the 374 MOS/CC and approved by the 374 MXG/CC.

5.2. The MTF will:

5.2.1. Consolidate all unit requests on AF Form 898 covering a 3-month time frame and forward them to the servicing TD (372th Training Resources Squadron). TD scheduler will use the requests to establish class schedules.

5.2.2. Coordinate the AF Form 898 through 374 MOS/CC for approval by the 374 MXG/CC. The AF Form 898 will be finalized by TD and then routed back to 374 MOS/MXOT for action. Confirm quotas on AF form 898 from the servicing TD and coordinate with the UTM before scheduling individuals for training.

5.2.3. The MTF will distribute class rosters or schedules via excel document in email form to training agencies. This product provides a roster of personnel scheduled to attend AMT courses.

5.2.4. The MTF will distribute a monthly Maintenance Personnel Listing (MPL) and will maintain one copy as a backup. This product provides a listing of all personnel assigned to an organization.

5.2.5. Send confirmation of scheduled training to the UTM. Cancellation will be provided to TD 48 hours prior to start. If Air Education and Training Command (AETC) funding is not available for off-station TDs, the unit commander will be responsible for funding and preparing the TDY orders for the scheduled member.

5.2.6. Make updates in CAMS upon completion of the class.

5.3. UTM and Ancillary Training Monitor will:

5.3.1. Provide written notification of cancellations at least 72 hours prior to start dates. Cancellation outside the 72-hour window will be counted as a no show. Notification should be made as soon as possible and must be signed by the unit commander. For TD off station class start date, a 30-day notification is required.

6. Mobility Training Courses. Mobility training requirements will be determined and coordinated by each squadron.

7. Engine Run Test. In addition to the practical evaluation, this test is designed to measure the technician's understanding of general knowledge and **BOLD FACE** emergency procedures. The minimum passing score is 80 percent for general knowledge and 100 percent for **BOLD FACE** items.

7.1. The C-130 engine run test will be given annually by appointment with the UTM. If cancellation is necessary, notify the MTF at least 24 hours prior to the appointment. Cancellation outside the 24-hour window will be counted as a no show. Member will reference applicable technical order to prepare for part 1 and 2 of the written exam.

7.2. No outside material will be allowed for use during the testing session.

7.3. Upon satisfactory completion of the test, members will be given AF Form 2426, **Training Request and Completion Notification**. The certifying official will sign the AF Form 2426 after the successful demonstration of the engine run by the member. The form will be routed to the MTF for updating in CAMS. Members must pass engine run certification and be qualified by an engine run certifier within 30 days of the test.

7.4. An unsatisfactory score on either section will result in a test failure. MTF will send an email memorandum indicating the test failure to 374 MXG QA, chief enlisted manager and supervisors. The member who failed the test will report to the work center supervisor for additional training IAW AFI 21-101, paragraph 18.26.7.3. The MTF will decertify the member in CAMS. A 48-hour time period is required before a retake test can be given.

7.4.1. In the event of failure of the retake test, MTF will send an email memorandum to 374 MXG QA, chief enlisted manager and individual's supervisor.

7.4.2. The supervisor will follow guidance in PACAFI 21-101, paragraph 18.26.7.

8. Maintenance Instructor (MI) Requirements. Applicable squadrons will identify and designate best-qualified MI candidates by memorandum. Designated candidates must meet criteria specified in PACAFI 36-2202, paragraph 9.5.

9. AMQP. AMQP is designed to provide qualification training through programmed instruction that allows maintenance personnel to be immediately productive and to improve and sustain technical proficiency. Also, it provides training in an environment not in competition with sortie production.

9.1. Trainees will **not** be assigned any details while enrolled in AMQP.

9.2. In the event of an exercise during a course, classroom training will continue as directed by 374 MXG/CC; however, an aircraft may not be available for hands-on training.

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